Common Formatting Errors

Page/Area	Addressed by Template	Not Addressed by Template
Page numbers	✓	
Margins	✓	
Title Page		
• Title spacing	✓	
• Wording and line breaks of clause	✓	
• Using your name as it appears on One.IU		✓
• Using date you upload to ProQuest		✓
Acceptance Page		
• Wording and line breaks of clause	✓	
• Spacing and structure	✓	
Abstract Page		
• Placement of Title	✓	
• Placement of Chair's name	✓	
Table of Contents		
• Words invading number column		✓
• Inconsistent formatting (spacing, indents)	✓	
• Incorrect order	✓	
• CV error (TOC)	✓	
Curriculum Vitae		
• Using your name as it appears on One.IU		✓
• Spacing and formatting consistent with document		✓
• Avoiding identifying information (mentee's names, license numbers, address, phone number)		✓
Document		
• Widows/orphans (text)	✓	
• Widows/orphans (headings)		✓
• Not referencing tables or figures within the text		✓
• Titles of chapters and headings not matching TOC		✓
Landscape pages	✓	